

U.S. DEPARTMENT OF AGRICULTURE  
WASHINGTON, D.C. 20250

<b>DEPARTMENTAL NOTICE</b>		Number: 0100-002
SUBJECT: New Procedures for Clearing Departmental Directives	DATE: December 3, 2004	
	OPI Office of the Chief Information Officer	
CODIFICATION/EXPIRATION; This Notice will be incorporated into DR 0100-001 within one year from the effective date of this Notice		

1 PURPOSE

This Notice establishes and implements a new procedure for clearing Departmental Directives.

2 POLICY

It is USDA policy to use the Departmental Directives System to issue policies, procedures, and guidance that apply to two or more USDA agencies or staff offices. Directives that apply to only one staff office or agency will not be issued as part of the Departmental Directives System.

3 SPECIAL INSTRUCTIONS

- a Departmental Regulation 0100-001 will be revised to reflect this new procedure.
- b This Notice is effective December 3, 2004.
- c Changes to DR 0100-001 include:
  - (1) OGC is no longer a mandatory clearance office for all departmental directives, only those signed by the Secretary, Deputy Secretary and Under and Assistant Secretaries.
  - (2) OBPA is a mandatory clearance office for all departmental directives.

- (3) OCIO replaces the organizational references to Information Resources Management, Information Management Division.
- (4) OES replaces the organizational references to the Departmental Correspondence Review Officer.

#### 4 DEFINITIONS

- a Secretary. The Secretary of Agriculture.
- b Office of the Secretary. This term includes the immediate offices of the Secretary, the Deputy Secretary, the Under Secretaries, and Assistant Secretaries.
- c Agency. Organizational units of the Department, other than staff offices whose heads report to officials within the Office of the Secretary.
- d Staff Office. Departmental offices whose heads report to officials within the Office of the Secretary.
- e Office of Primary Interest. The office responsible for the origination and content of a directive related to a particular function or program.

#### 5 ABBREVIATIONS

ASA	Assistant Secretary for Administration
DM	Departmental Manual
DN	Departmental Notice
DR	Departmental Regulations
OBPA	Office of Budget and Program Analysis
OCIO	Office of the Chief Information Officer
OGC	Office of the General Counsel
OES	Office of the Executive Secretariat
OPI	Office of Primary Interest
SA	Secretary's Announcements
SM	Secretary's Memorandum

6 COORDINATION AND CLEARANCE OF DEPARTMENTAL DIRECTIVES

- a General. OPI's are responsible for coordinating and obtaining formal clearance of proposed directives with affected organizations, including obtaining OGC review when legal implications are involved.
- b Clearance Deadlines. OPI's should establish a realistic deadline date for clearance action (generally not to exceed 5 workdays per clearance office for DN's and SM's). For DM's and longer DR's, the OPI may need to allow more time. The deadline date should be indicated in the appropriate block of the AD-116.
- c Mandatory Clearances.
  - (1) OCIO. All Departmental directives and Secretary's Memoranda must be routed through OCIO-Departmental Directives Program. List OCIO-Departmental Directives Program as the first and last clearance point on the AD-116.
  - (2) OGC. Departmental directives signed by the Secretary, Deputy Secretary, Under Secretaries, and Assistant Secretaries must be routed to OGC for legal clearance.
  - (3) ASA. All Departmental directives signed by the Secretary, Deputy Secretary and Under and Assistant Secretaries must be routed through the Assistant Secretary for Administration
  - (4) OES. Departmental directives signed by the Secretary, Deputy Secretary, Under Secretaries, and Assistant Secretaries must be cleared by OES and forwarded to the Office of the Secretary for signature.
  - (5) OBPA. All Departmental directives must be routed to OBPA for clearance.
  - (6) All Secretary's Memoranda must be routed through OCIO, ASA, OGC, OBPA and OES

## 7 ISSUING AUTHORITY

In addition to the Secretary, the following officials have the authority to issue Departmental Directives within the scope of their delegated authority and assigned functions: Deputy Secretary, Under Secretaries, Assistant Secretaries, Agency Heads, and Directors of Departmental staff offices. This authority can be further delegated in writing at the discretion of the agency official.

## 8 SIGNATURE AUTHORITY'S APPROVAL

- a DR's, DM's, and DN's. The signature authority signs and dates the AD-116. By signing and dating the AD-116, the signature authority is certifying that the directive has been cleared properly.
- b SM's and SA's. Only the Secretary or Acting Secretary signs and dates the original copy of Secretary's Memoranda and Announcements and the AD-116.

## 9 INQUIRIES

Please direct questions to the Departmental Directives Manager, OCIO, at 202-720-9270.

End

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